

**ANNUAL COST REPORT  
SCHEDULE A  
CERTIFICATION AND OTHER DATA**

PAGE 1

Vendor Name \_\_\_\_\_ Vendor Number \_\_\_\_\_  
For The Period from \_\_\_\_\_ to \_\_\_\_\_

**A. Type of Control**

1. Voluntary Non-Profit

Church \_\_\_\_\_

Other(Specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Proprietary

Individual \_\_\_\_\_

Partnership \_\_\_\_\_

Corporation \_\_\_\_\_

Other(Specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Government

State \_\_\_\_\_

County \_\_\_\_\_

City \_\_\_\_\_

Other(Specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. Statement of costs of services from Related Organizations**

1. In the amount of costs to be reimbursed by the KMAP Program, are any costs included which are the result of transactions with a related organization?

Yes \_\_\_\_\_ No \_\_\_\_\_ (If "Yes" complete parts C & D). All Vendors are to complete E & F, if applicable.

**C. Costs incurred as the result of transactions with related organizations.**

Schedule	Line #.	Item	Amount

**D. Name & percent of direct or indirect ownership of the related organization.**

Name of Owner	Name of Related Organization	Percent

**E. Statement of Compensation of Owners**

Name	Title & Function	Percent of Customary Work Week Devoted to Business	Partners % of Operating Profit or Loss	Corp. Off. % of Vendor's Stock Owned	Total Compensation

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Vendor Name \_\_\_\_\_ Vendor Number \_\_\_\_\_

For The Period from \_\_\_\_\_ to \_\_\_\_\_

**F. Statement of Compensation Paid to Administrators and/or Assistant Administrators (Other than Owners).**

Name	Title	Percent of Customary Work Week Devoted to Business	Percent of Funds Expended

**G. Has the facility had a change of ownership in the past fiscal year?**

A change of ownership is defined as the transfer of the assets of a facility. The sale of stock in a facility does not constitute a change of ownership.

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate the new owners and the percent owned. (If corporate owned, list individuals.)

Name	Percent Owned

**H. Certification by Officer of Facility**

I HEREBY CERTIFY that I have examined the accompanying Kentucky Medical Assistance Annual Cost Report for the period ended \_\_\_\_\_ and that, to the best of my knowledge and belief, they are true and correct statements prepared from the books and records of \_\_\_\_\_ in accordance with applicable program directives, except as noted.

(Signed) \_\_\_\_\_  
Officer or Administrator of Facility

\_\_\_\_\_  
Title

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ANNUAL COST REPORT  
SCHEDULE B'  
STATEMENT OF INCOME AND EXPENSES

VENDOR NAME \_\_\_\_\_

VENDOR NUMBER \_\_\_\_\_

FYE \_\_\_\_\_

1. Total Patient Revenues	\$	
2. Less: Allowances and discounts on patients' accounts		
3. Net Patient Revenues	\$	
4. Less: Total operating expenses		
5. Net income from services to patients	\$	
<b>OTHER INCOME</b>		
6a. Unrestricted contributions, donations, bequests, etc.	\$	
6b. Restricted contributions, donations, bequests, etc.		
7a. Income from unrestricted investments		
7b. Income from restricted investments		
8. Vending machine commission		
9. Revenue from meals sold to employees and guests		
10. Revenue from sale of drugs, supplies, etc., sold to non-patients		
11. Revenue from telephone and telegraph service		
12. Revenue from rental of non-patient facilities		
13. Revenue from Beauty/Barber Shop		
14. Purchase discounts		
15. Other (specify)		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31. Total other income	\$	
32. Total of line 5 and line 31	\$	
<b>OTHER EXPENSES (Specify)</b>		
33.	\$	
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		
46.		
47.		
48.		
49. Total other expenses	\$	
50. NET INCOME FOR THE PERIOD (line 32 less line 49)	\$	

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## SCHEDULE C

## BALANCE SHEET AND COMPUTATION OF EQUITY CAPITAL

VENDOR NAME \_\_\_\_\_

VENDOR NUMBER \_\_\_\_\_

FYE \_\_\_\_\_

	(1)	(2)	(3)
<b>ASSETS</b>			
<u>Current Assets</u>			
1. Cash			
2. Notes and Accounts Receivable			
3. Other Receivables			
4. Less: Allowance for Uncollectable Accounts	( )	( )	( )
5. Inventory			
6. Prepaid Expenses			
7. Investments			
8. Other (Specify)			
_____			
_____			
_____			
9. Total Current Assets	\$	\$	\$
<u>Fixed Assets</u>			
10. Land			
11. Building and Leasehold Improvements			
12. Less: Accumulated Depreciation	( )	( )	( )
13. Fixed Equipment			
14. Less: Accumulated Depreciation	( )	( )	( )
15. Major Movable Equipment			
16. Less: Accumulated Depreciation	( )	( )	( )
17. Motor Vehicles			
18. Less: Accumulated Depreciation	( )	( )	( )
19. Minor Equipment			
20. Less: Accumulated Depreciation	( )	( )	( )
21. Total Fixed Assets	\$	\$	\$
<u>Other Assets</u>			
22. Investments			
23. Lease Deposits			
24. Due from Owners or Officers (Specify)			
_____			
_____			
_____			
_____			
25. Other (Specify)			
_____			
_____			
_____			
26. Total Other Assets	\$	\$	\$
27. Total Assets	\$	\$	\$

**ANNUAL COST REPORT**  
**SCHEDULE C (cont.)**  
**BALANCE SHEET AND COMPUTATION OF EQUITY CAPITAL**

PAGE 2

VENDOR NAME \_\_\_\_\_ VENDOR NUMBER \_\_\_\_\_ FYE \_\_\_\_\_

	(1)	(2)	(3)
<b><u>LIABILITIES</u></b>			
<u>Current Liabilities</u>	<u>Per Books</u>	<u>Adjustments</u>	<u>Balance</u>
28. Accounts Payable			
29. Notes Payable			
30. Current Portion of Long Term Debt			
31. Salaries and Fees Payable			
32. Payroll Taxes Payable			
33. Income Taxes Payable			
34. Deferred Income Payable			
35. Other (Specify)			
_____			
_____			
_____			
36. <i>Total Current Liabilities</i>	\$	\$	\$
<u>Long Term Liabilities</u>			
37. Mortgage Payable			
38. Notes Payable			
39. <i>Total Long Term Liabilities</i>	\$	\$	\$
40. <b>Total Liabilities</b>	\$	\$	\$

<b><u>CAPITAL AND OWNERS' EQUITY</u></b>			
41. Common Stock			
42. Preferred Stock			
43. Treasury Stock			
44. Retained Earnings			
45. Other (Specify)			
_____			
_____			
_____			
46. <b>Total Capital and Owners' Equity</b>	\$	\$	\$
47. <b>Total Liabilities and Capital</b>	\$	\$	\$

**ANNUAL COST REPORT**  
**SCHEDULE C-1**  
**BALANCE SHEET AND EQUITY CAPITAL ADJUSTMENTS**

VENDOR NAME \_\_\_\_\_ FYE \_\_\_\_\_  
 VENDOR NUMBER \_\_\_\_\_

ITEM	EXPLANATION	AMOUNT	CLASSIFICATION ADJUSTED ACCOUNT	LIN
1				
2				
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53				
54				
55				
56	TOTAL			

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# ANNUAL COST REPORT -- SCHEDULE D-1 -- NURSING SERVICES COSTS

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VENDOR NAME	VENDOR NUMBER						FYE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	Per Books	Reclass- ifications	Adjust- ments	Adjusted Balance	Direct Cost or Alloc.	Certified Nursing Facility Alloc. of Costs	Non-Certified & Non-Nursing Fac. Alloc. of Costs
1 Director of Nursing Salary							
2 R.N. Salaries							
3 L.P.N. Salaries							
4 C.M.A. Salaries							
5 Aides Salaries							
6 Other Salaries							
7 Other Salaries							
8 Other Salaries							
9 Subtotal - Salaries							
10 Employee Benefits Reclassification							
11 Nursing Contracted Services							
12 Medical Records Salaries							
13 Medical Director Fees							
14 Pharmacy Consultant Fees							
15 Physician Services							
16 Nursing Education & Training							
17 Nursing Travel Expense							
18 Medical Supplies							
19 Adult Diapers & Underpads							
20 Nursing Equipment Rental							
21 Nursing Small Equipment Purchases							
22 Other Expense							
23 Other Expense							
24 Other Expense							
25 Other Expense							
26 Other Expense							
27 Other Expense							
28 Other Expense							
29 Other Expense							
30 Other Expense							
31 Other Expense							
32 Other Expense							
33 Other Expense							
34 Total							

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# ANNUAL COST REPORT --SCHEDULE D-2 -- OTHER CARE RELATED COSTS

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VENDOR NAME (1)	VENDOR NUMBER				FYE		
	(2) Per Books	(3) Reclass- ifications	(4) Adjust- ments	(5) Adjusted Balance	(6) Direct Cost or Alloc.	(7) Certified Nursing Facility Alloca. of Costs	(8) Non-Certified & Non-Nursing Fac. Alloca. of Costs
<u>Care Related</u>							
1 Activities Salaries							
2 Social Services Salaries							
3 Other Salaries							
4 Other Salaries							
5 Other Salaries							
6 <u>Subtotal-Salaries</u>							
7 Employee Benefits Reclassification							
8 Activities Supplies							
9 Social Services Supplies							
10 Training & Education Expense							
11 Travel Expense							
12 Other Expense							
13 Other Expense							
14 Other Expense							
15 Other Expense							
16 Other Expense							
17 Other Expense							
18 Other Expense							
19 Other Expense							
20 Other Expense							
21 Other Expense							
22 Other Expense							
23 Other Expense							
24 Other Expense							
25 Other Expense							
26 Other Expense							
27 Other Expense							
28 Other Expense							
29 Other Expense							
30 Other Expense							
31 Raw Food							
32 <u>Total</u>							



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# ANNUAL COST REPORT -- SCHEDULE D-3 -- OTHER OPERATING COSTS

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VENDOR NAME	VENDOR NUMBER		PYE					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Per Books	Reclass- ifications	Adjust- ments	Adjusted Balance	Direct Cost or Alloc.	Certified Nursing Facility Alloca. of Costs	Non-Certified & Non-Nursing Fac. Alloca. of Costs	Ancillary Hospital-Based Facility Only
<u>Dietary</u>								
1 Dietary Salaries								
2 Other Salaries								
3 Other Salaries								
4 Other Salaries								
5 <i>Subtotal-Salaries</i>								
6 Employee Benefits Reclassification								
7 Dietary Consultant Fees								
8 Dietary Supplies								
9 Equipment Rental								
10 Small Equipment Purchases								
11 Other Dietary Expense								
12 Other Dietary Expense								
13 Other Dietary Expense								
14 Other Dietary Expense								
15 Other Dietary Expense								
16 Other Dietary Expense								
17 Other Dietary Expense								
18 Other Dietary Expense								
19 Other Dietary Expense								
20 <i>Total Dietary Expense</i>								
<u>Housekeeping &amp; Plant Operation</u>								
21 Housekeeping Salaries								
22 Plant Oper. & Maint. Salaries								
23 Other Salaries								
24 Other Salaries								
25 Other Salaries								
26 <i>Subtotal-Salaries</i>								
27 Employee Benefits Reclassification								
28 Housekeeping Supplies								
29 Plant Oper. & Maint. Supplies								
30 Equipment Rental								
31 Repairs & Maintenance-Building								

# ANNUAL COST REPORT -- SCHEDULE D-3 -- OTHER OPERATING COSTS

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VENDOR NAME	VENDOR NUMBER				FYE			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Per Books	Reclass-ifications	Adjust-ments	Adjusted Balance	Direct Cost or Alloc.	Certified Nursing Facility Alloca. of Costs	Non-Certified & Non-Nursing Fac. Alloca. of Costs	Ancillary Hospital-Based Facility Only
32 Repairs & Maintenance-Equipment								
33 Repairs & Maintenance-Grounds								
34 Small Equipment Purchases								
35 Gas								
36 Electricity								
37 Water & Sewage								
38 Garbage Pick-up								
39 Contracted Services								
40 Pest Control Services								
41 Property Taxes								
42 Insurance-Property, Plant & Equipment								
43 Other Hskg. & Plant Op.								
44 Other Hskg. & Plant Op.								
45 Other Hskg. & Plant Op.								
46 Other Hskg. & Plant Op.								
47 Other Hskg. & Plant Op.								
48 Other Hskg. & Plant Op.								
49 Other Hskg. & Plant Op.								
50 Other Hskg. & Plant Op.								
51 Other Hskg. & Plant Op.								
52 Other Hskg. & Plant Op.								
53 Other Hskg. & Plant Op.								
54 Other Hskg. & Plant Op.								
55 Other Hskg. & Plant Op.								
56 Total Housekeeping & Plant Oper.								
Laundry								
57 Laundry Salaries								
58 Other Salaries								
59 Other Salaries								
60 Other Salaries								
61 Subtotal-Salaries								
62 Employee Benefits Reclassification								
63 Laundry Supplies								
64 Linens & Bedding								